

County Records Project Scanner/Indexer

Hours: 9-12 per week

Salary: \$8.00 per hr

Job Description

Student will scan designated documents into database, input indexing names and terms into database, provide quality control monitoring for database; index new files, keep workflow organized at all times, identify problems and bring to attention of supervisor or project coworkers, and perform other related tasks as required.

Qualifications

Must have been awarded Federal Work Study by Ball State University Financial Aid. Must have basic computer and scanning experience. Must be accurate and detail oriented and have good communication skills. Must be dependable. Data entry experience is preferred.

Schedule

Arranged; Monday, Tuesday and Thursday, between 9am to 6pm